

# City of Mansfield Boards & Commissions

**T**he Mansfield City Council invites citizens to consider active participation in their city government by serving on a board or commission. It is a unique opportunity to get involved in decisions that help shape Mansfield's future. Applications are accepted year-round. Board appointments are made throughout the year as the terms of current board members expire. All applicants must reside within the City of Mansfield and be willing to attend regularly scheduled meetings.

For more information, contact the City Secretary's Office at 817-276-4203 or email Susana Marin, city secretary, at [susana.marin@mansfieldtexas.gov](mailto:susana.marin@mansfieldtexas.gov).

## Planning & Zoning Commission

7 members, two-year terms  
Meetings: 6:30 p.m.  
first & third Mondays  
City Hall, 1200 E. Broad St.

P & Z reviews plats and makes recommendations on site plans and zoning change requests to the city council. The commission also recommends changes to the city's zoning and subdivision ordinances, comprehensive land use plan and impact fee requirements. Members of P & Z also serve as the Capital Improvements Advisory Committee.

## Mansfield Commission for the Arts

9 members, two-year terms  
Meetings: 5 p.m.  
First Thursday of Even Numbered Months  
Mansfield Parks and Recreation Administrative Offices, 1164 Matlock Rd., Mansfield, TX 76063. Meetings are open to the public.

Mansfield Commission for the Arts advocates and promotes artistic, cultural, and educational opportunities to enhance the quality of life in our community.

## Mansfield Economic Development Corporation

7 members, two-year staggered terms  
Meetings: 5:30 p.m. first Tuesday  
City Hall, 1200 E. Broad St.

The MEDC administers the half-cent sales tax authorized by voters to promote economic development in the city. The board directs and coordinates the broad-based expansion of the business and commercial tax base of the city, as well as promotes job growth and quality development in Mansfield.

## Mansfield Park Facilities Development Corporation

7 members, two-year terms  
Meetings: 6 p.m.  
third Thursday  
City Hall, 1200 E. Broad St.

The MPFDC administers the half-cent sales tax authorized by voters to develop and maintain the city's parks and recreation system. The board identifies facilities, projects and programs designed to improve the quality of life in Mansfield and encourage conservation and preservation of open spaces within the city.

## Historic Landmark Commission

7 members, one alternate;  
two-year terms  
Meetings: as needed  
City Hall, 1200 E. Broad St.

HLC considers applications for Certificates of Appropriateness for exterior alterations of historic landmarks or new construction of property within the historic overlay district. It also assists in the preservation of historic Mansfield through programs and projects, as well as through the designation of local historic landmarks, and increases public awareness of the value of historic, cultural and architectural preservation in the city.

## Library Advisory Board

7 members, two-year terms  
Meetings: 6 p.m.  
second Wednesday  
Library Community Room,  
104 S. Wisteria St.

The Library Advisory Board advises the city council on issues and matters related to services provided by the Mansfield Public Library. The board also works with the Friends of the Mansfield Public Library, a volunteer organization providing support for library services.

## Keep Mansfield Beautiful Commission

11 members; two-year terms  
Meetings: 6 p.m.  
second Monday  
Chris Burkett Service Center, 620 S. Wisteria St.

Established in 1986 to show local support of the Keep America Beautiful system, KMBC works actively in the community to encourage residents and businesses to beautify their property. The commission sponsors the Adopt-a-Street program and the annual Earth Day Mansfield festival. KMBC promotes other city programs including Creekside Cleanup, Hazardous Household Waste events, Chunk Your Junk & Shred events and SmartScape classes.

## Zoning Board of Adjustment

5 members, two alternates;  
two-year terms  
Meetings: 6 p.m.  
first Wednesday  
City Hall, 1200 E. Broad St.

The ZBA hears requests for variances and special exceptions to the requirements in the city's zoning ordinance, and decides on appeals when it is alleged there is an error in any order or decision of the zoning administrator.

## Construction Codes Board of Adjustment and Appeals

14 members, two-year terms  
Meetings: as needed  
City Hall, 1200 E. Broad St.

This board considers requests for variances from the application of any provision of the construction codes, hears appeals from building officials' decisions, and implements Section 150.011 "Dangerous and Substandard Structures" of the Code of



ordinances. Eleven of the fourteen members must be involved in specific trades and three are selected at large from the building industry.

## Historic Preservation Advisory Board

7 members, two-year terms  
Meetings: 6 p.m., fourth Thursday  
Mansfield Historical Museum, 102 N. Main St.

The Historic Preservation Advisory Board serves to advise the city on ways to preserve Mansfield's history, especially as it relates to the Mansfield Historical Museum, Man House and the historic downtown area. The board will work with other city and community groups to ensure that the history of the town is made accessible to current residents and visitors, as well as future generations.



1200 E. Broad St.  
Mansfield, TX 76063  
817-276-4200  
[www.mansfieldtexas.gov](http://www.mansfieldtexas.gov)

# *City of Mansfield Application for Boards & Commissions*

As an applicant for a city board or commission, your name, address and telephone number will be available under the provisions of the Public Information Act. Applications are kept on file in the City Secretary's Office for one year from date of application. Incumbents whose terms expire and who are eligible for reappointment will be considered and should complete a new application.

Today's Date \_\_\_\_\_ Resident of Mansfield for how long? \_\_\_\_\_  
 Full Name \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Phone (day) \_\_\_\_\_ (evening) \_\_\_\_\_ (fax) \_\_\_\_\_  
 Email \_\_\_\_\_ Can you receive board business at this address?  YES  NO  
 Occupation \_\_\_\_\_  
 (If retired, please indicate former occupation)

**Please write in detail your reasons for seeking a board appointment:**  Check here if additional materials are attached  
 (Include any skills or knowledge you possess that you would like to be considered)

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**Please list civic organizations or community activities you have been involved in for the past three years:**

Organization/Activity	City, State	Dates	Your Role

Check here if additional materials are attached.

**Please indicate board preference and number them in order of preference:**

- |  |   |
|--|---|
| <input type="checkbox"/> Planning & Zoning Commission                      | <input type="checkbox"/> Historic Landmark Commission                       |
| <input type="checkbox"/> Mansfield Economic Development Corporation        | <input type="checkbox"/> Historic Preservation Advisory Board               |
| <input type="checkbox"/> Mansfield Park Facilities Development Corporation | <input type="checkbox"/> Keep Mansfield Beautiful Commission                |
| <input type="checkbox"/> Zoning Board of Adjustment                        | <input type="checkbox"/> Construction Codes Board of Adjustment and Appeals |
| <input type="checkbox"/> Mansfield Commission for the Arts                 | <input type="checkbox"/> Library Advisory Board                             |

**Required information for background check:**

Full name: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Gender \_\_\_\_\_ Driver's license # \_\_\_\_\_

*By my signature below I attest that the information herein is true and accurate. I further authorize the City of Mansfield to complete a criminal background check of me during the selection process. The results of any such background investigation will be one factor for consideration. Other factors may include experience, education and prior community involvement.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

<p><b>FOR OFFICE USE ONLY</b></p> <p>Date Appointed _____</p> <p>Date Notified _____</p> <p>Date background checked _____</p>	<p><b>PLEASE RETURN COMPLETED FORM TO:</b></p> <p>City Secretary's Office</p> <p>City of Mansfield, 1200 E. Broad St.</p>
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# *Application for Boards & Commissions*

Does anyone (by blood to you or marriage) work for the City of Mansfield? If yes, list name, their position, and relationship. \_\_\_\_\_

Answering "yes" to the following question will not be an automatic bar to appointment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead "guilty" or "no contest" (*nolo contendere*) to, or been convicted of a crime?  Yes  No

If you answered "yes," please provide the date(s), location, and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **ACKNOWLEDGEMENT**

### **Read the following carefully before signing**

I understand that if I am selected, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this appointment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for appointment on a basis prohibited by local, state, or federal law.

I represent and warrant that I have read and fully understand the foregoing and seek appointment under these conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit completed form to the City Secretary at 1200 E. Broad St., Mansfield, Texas 76063**